



# CITY OF STURGIS, SOUTH DAKOTA EMPLOYMENT APPLICATION

You must answer all questions to be considered. PLEASE PRINT.

The City does not discriminate based upon race, color, national origin, religion, sex, age, disability, sexual orientation or veteran's status. EOE.			
Last Name:		First Name:	
		M.I.	
Present Address :		City:	State: Zip:
Daytime Telephone No.		<b>Specific position(s) applied for:</b>	
Best time to contact you:		Email Address (Optional):	
Available to start:		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temp / Seasonal <input type="checkbox"/> Rotating Shifts <input type="checkbox"/> Weekends <input type="checkbox"/> Nights	
If hired, can you provide that you have the legal right to obtain employment in the USA? ( <i>Proof of eligibility will be required upon offer of employment.</i> )			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by City of Sturgis? If yes, give dates and job titles.			<input type="checkbox"/> Yes <input type="checkbox"/> No
If the position you are applying for requires driving, do you possess a current driver's license? License Number:      State:      Expiration:			<input type="checkbox"/> Yes <input type="checkbox"/> No
If the position you are applying for requires driving, has your license ever been suspended, revoked, or put on probation? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime (other than minor traffic violation)? If so, when, where and what was the disposition of the case? ( <i>Conviction is not an automatic disqualification from employment.</i> )			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any other commitments to another employer which might affect your employment with City of Sturgis? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No
If required for the position, are you willing to undergo a post-employment offer physical prior to reporting to work? ( <i>Note: Failure to pass physical may result in job offer being withdrawn.</i> )			<input type="checkbox"/> Yes <input type="checkbox"/> No
If required for the position, are you willing to undergo a pre-employment drug screen? ( <i>Acceptable forms of testing will be used. Failure to pass drug screen may result in job offer being withdrawn.</i> )			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been suspended by an employer for either misconduct or poor job performance? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged, asked to resign, or terminated for any reason other than layoff or lack of work? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, do you agree to follow all policies and procedures for the City of Sturgis?			<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION AND TRAINING								
School	Name and City / State of School	Course of Study	Check Last Year Completed				Did You Graduate?	Comments / Honors rec'd
High			9	10	11	12	<input type="checkbox"/> YES <input type="checkbox"/> NO	
College / University			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate / Professional			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trade or Other Technical Training			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Military Service?	<input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, which branch of service?					
<b>Note:</b> If you are a university or college student or graduate, you may be required to provide a copy of your transcript or a listing of courses in progress.								
Special skills acquired from employment or other experiences:								
Do you have any licenses, certificates, publication, or professional achievements that would support your application? If yes, list.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you belong to any professional societies or organizations? (Please exclude those which indicate race, color, national origin, religion, age, sex, disability, or are not relevant for the position.) If yes, list.								<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES		
Give the name, occupation, address, and telephone number of references who are familiar with your qualifications and are not related to you:		
Name and Occupation	Address	Phone Number
1.		
2.		
3.		

<b>EMPLOYMENT HISTORY:</b> Begin with current or most recent employer and account for the last three positions you have held.		
<b>Employer Name</b> _____ <b>Type of Business</b> _____ <b>Address</b> _____  <b>Phone Number:</b> _____  <b>Starting Position</b> _____ <b>Final Position</b> _____  <b>Name and Title of Immediate Supervisor</b> _____  <b>Brief Description of Duties:</b> _____ _____  <b>Reasons for seeking new employment:</b> _____ _____	<div style="border: 1px solid black; padding: 2px;">From: Mo. – Yr.    To: Mo. – Yr.</div> <div style="border: 1px solid black; padding: 2px;">Starting Rate</div> <div style="border: 1px solid black; padding: 2px;">Current/Ending Rate</div> <div style="border: 1px solid black; padding: 2px;">Number of employees you supervised: _____</div> <div style="border: 1px solid black; padding: 2px;">May we contact this employer? <input type="checkbox"/> Yes      <input type="checkbox"/> No</div>	
<b>Employer Name</b> _____ <b>Type of Business</b> _____ <b>Address</b> _____  <b>Phone Number:</b> _____  <b>Starting Position</b> _____ <b>Final Position</b> _____  <b>Name and Title of Immediate Supervisor</b> _____  <b>Brief Description of Duties:</b> _____ _____  <b>Reasons for seeking new employment:</b> _____ _____	<div style="border: 1px solid black; padding: 2px;">From: Mo. – Yr.    To: Mo. – Yr.</div> <div style="border: 1px solid black; padding: 2px;">Starting Rate</div> <div style="border: 1px solid black; padding: 2px;">Ending Rate</div> <div style="border: 1px solid black; padding: 2px;">Number of employees you supervised: _____</div> <div style="border: 1px solid black; padding: 2px;">May we contact this employer? <input type="checkbox"/> Yes      <input type="checkbox"/> No</div>	
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<b>CERTIFICATION:    IMPORTANT: READ CAREFULLY BEFORE SIGNING</b>		
<p>I certify that the information in this application is true, correct, and complete, and I understand that any omissions, false or misleading statements supplied in this application or during the interview process will result in dismissal. <b>I authorize the City of Sturgis to verify the information set forth in this application and to obtain additional information relating to my background, as permitted by law. I authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply any information concerning my background and release the City of Sturgis, from all liability for any damages that may result from furnishing same to the City.</b></p> <p>Should I receive an offer of employment, I hereby consent to a physical examination before I begin work (if required for position). I also consent to pre-employment alcohol and/or drug testing (if required for position). I understand that my beginning work will be contingent upon acceptable job-related results of this medical examination and acceptable results of substance abuse testing. If employed, I promise, as a condition of employment, that I will submit to Human Resources verification of my U.S. Employment eligibility as required by INS Form I-9.</p> <p>I understand that nothing in this application or in my acceptance of an offer of employment creates any contractual obligation upon me or upon the City to continue my employment in the future. I understand that my employment relationship with the City of Sturgis is "at will," which means my employment may be terminated by either myself or the City of Sturgis at any time for any reason. No representative of the City has the authority to enter into an oral agreement with a prospective employee or employee during employment for any specified period of time or for any specific term or condition of employment or to make any agreement or representation which is contrary to the foregoing.</p> <p><b><u>I ACKNOWLEDGE I HAVE READ AND UNDERSTAND THE ABOVE, INCLUDING THE "AT WILL" STATUS OF MY EMPLOYMENT.</u></b></p>		
Date Signed _____ <div style="text-align: center;">Month   Day   Year</div>	_____ Print Name	_____ Signature of Applicant ( <i>in ink and in the handwriting of person submitting application</i> )